

DBP OCT-01-2024 09:27 PM



To: CIVIL SERVICE COMMISSION (CSC)
We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Department of Energy in the CSC website:

MARIA CECILIA SOPHIA P. BALDOS
Chief Administrative Officer
Human Resource Management Division
Date: October 01, 2024

No.	Position Title	Plantilla Item Number	Salary Grade	Monthly Salary (Php)	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment (All in Manila Office, except otherwise specified)
1	CHIEF SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-CRS-6-2002	24	94,132.00	MASTERS DEGREE OR CERTIFICATE IN LEADERSHIP AND MANAGEMENT FROM THE CSC	FORTY (40) HOURS OF SUPERVISORY/ MANAGEMENT TRAINING/ LEARNING AND DEVELOPMENT INTERVENTION	FOUR (4) YEARS OF SUPERVISORY/ MANAGERIAL EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	INFORMATION AND DATA MANAGEMENT DIVISION
2	SUPERVISING SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SVRS-9-2002	22	74,836.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	SIXTEEN (16) HOURS OF RELEVANT TRAINING	THREE (3) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	ENERGY COOPERATION AND COORDINATION DIVISION
3	SUPERVISING SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SVRS-9-2002	22	74,836.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ECONOMICS AND ANY ENGINEERING OR APPLIED SCIENCE COURSES)	SIXTEEN (16) HOURS OF RELEVANT TRAINING	THREE (3) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	POLICY FORMULATION AND RESEARCH DIVISION
4	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-19-2024	19	53,873.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS COMPUTER SCIENCE, INFORMATION TECHNOLOGY, COMPUTER ENGINEERING OR ANY IT RELATED COURSES)	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	INFORMATION AND DATA MANAGEMENT DIVISION
5	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-12-2024	19	53,873.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ACCOUNTING)	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	OIL INDUSTRY COMPETITION AND MONITORING DIVISION
6	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-43-2002	19	53,873.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	POWER MARKET DEVELOPMENT DIVISION
7	ACCOUNTANT II	OSEC-DOEB-A2-7-2002	16	41,616.00	BACHELOR'S DEGREE IN ACCOUNTANCY, COMMERCE OR BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	RA 1080 (CPA)	N/A	ACCOUNTING DIVISION

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
8	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-17-2024	16	41,616.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	INFORMATION AND DATA MANAGEMENT DIVISION
9	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-7-2024	16	41,616.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ACCOUNTING)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	OIL INDUSTRY COMPETITION AND MONITORING DIVISION
10	TECHNICAL AUDIT SPECIALIST II	OSEC-DOEB-TASP2-20-2016	16	41,616.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	CONVENTIONAL ENERGY RESOURCES COMPLIANCE DIVISION
11	INTERNAL AUDITOR II	OSEC-DOEB-IAUD2-28-2006	15	38,413.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	FOUR (4) HOURS OF RELEVANT TRAINING (SUCH AS AUDITING, ADMINISTRATIVE, ENGINEERING OR INFORMATION TECHNOLOGY)	ONE (1) YEAR OF RELEVANT EXPERIENCE (SUCH AS AUDITING, ADMINISTRATIVE, ENGINEERING OR INFORMATION TECHNOLOGY)	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	INTERNAL AUDIT DIVISION
12	SCIENCE RESEARCH SPECIALIST I	OSEC-DOEB-SRAS1-11-2010	13	32,870.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	SOLAR AND WIND ENERGY MANAGEMENT DIVISION
13	FISCAL CLERK III	OSEC-DOEB-FCK3-23-2002	8	20,534.00	COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS SUBPROFESSIONAL / FIRST LEVEL ELIGIBILITY	N/A	CONVENTIONAL ENERGY RESOURCES COMPLIANCE DIVISION
14	ADMINISTRATIVE AIDE VI	OSEC-DOEB-AD46-10-2006	6	18,255.00	COMPLETION OF TWO (2) YEARS COLLEGE STUDIES	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL / FIRST LEVEL ELIGIBILITY	N/A	GENERAL SERVICES DIVISION
15	ADMINISTRATIVE AIDE VI	OSEC-DOEB-AD46-2-2021	6	18,255.00	COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL / FIRST LEVEL ELIGIBILITY	N/A	RETAIL MARKET MONITORING AND SPECIAL CONCERNS DIVISION
16	ADMINISTRATIVE AIDE VI	OSEC-DOEB-AD46-27-2006	6	18,255.00	COMPLETION OF TWO (2) YEARS COLLEGE STUDIES	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL / FIRST LEVEL ELIGIBILITY	N/A	SOLAR AND WIND ENERGY MANAGEMENT DIVISION
17	ADMINISTRATIVE AIDE VI	OSEC-DOEB-AD46-13-2006	6	18,255.00	COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL / FIRST LEVEL ELIGIBILITY	N/A	TREASURY DIVISION

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Interested and qualified applicants should signify their interest in writing. To view the guidelines for applications and list of requirements kindly go to <https://www.doe.gov.ph/job-opportunities>. Accomplish the online application form and upload/attach complete application requirements using the DOE Online Recruitment Portal on or before 11 October 2024.

QUALIFIED APPLICANTS are advised to address their application letter to:

MARIA CECILIA SOFIA P. BALDOS
 Chief Administrative Officer, Human Resource Management Division
 Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City

APPLICATIONS WITH INCOMPLETE DOCUMENTS/REQUIREMENTS SHALL NOT BE ENTERTAINED

Office of the Secretary, DOE
 Undersecretary F.W. Fuentebella
 Dr. E. B. Morales